



WPI

Department Deposit Form

If gift related, please contact the Gift Recording Department at ext: 6740 for instructions prior to making deposit.

Date: _____	Prepared by: _____
Dept: _____	Description: _____

May list one or more FOAPALs.

Please leave a blank space between each change in FOAPAL.

Thank You!

Fund	Org	Account	Activity	Cash/Check from (Not posted in Banner. FYI only.)	Cash	Check	Total
TOTALS:							

For Bursar's Office Only

Received by: _____
Date: _____

The Bursar's Office will issue receipts to departments/groups for ALL deposits. Deposits should only be hand carried to the Bursar's Office and not sent through campus mail. Please keep the signed copy of your receipt for your records. Please do not attach check stubs or documents if not necessary.